School Requesting Funds:

Person Making Request:

Amount Requesting to Spend: $

Budget Line Item:

Please give a brief explanation of how this budget expense connects to your building plan and goals:

***\*\*\*If this is a request for travel to a workshop or conference, please attach any pertinent registration materials and/or information. All requests for travel to workshops and conferences must be submitted 4 to 6 weeks in advance.***

Board Goal:

Building Goal:

BSHS Department Goal:

Connection:

Expense:

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Person Requesting Funds Date Building Administrator Date

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District Budget Verification Date District Spending Approval Date